



**MINNESOTA STATE**  
System Office Human Resources

**Job Class: Project Specialist – Job Posting 50827**  
**Working Title: NextGen Change Readiness Liaison**

**Who May Apply:** Open to current Minnesota State employees only.

**Date Posted:** 12/1/2021

**Closing Date:** 12/22/2021

**Hiring Agency/Seniority Unit:** Minnesota State - System Office

**Division/Unit:** System Office / NextGen

**Appointment Type:** Limited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** M-F

**Travel Required:** Yes, occasionally for training and conferences.

**Salary Range:** \$23.04- \$33.61/hourly; \$48,108- \$70,178/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE

**FLSA Status:** Non-exempt

**[Connect 700 Program Eligible:](#)** Yes

### **Job Summary:**

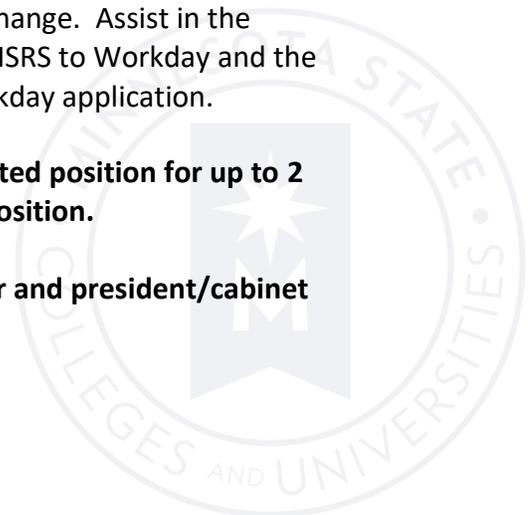
**There are three positions available.**

This position serves as the day-to-day Minnesota State representative of the NextGen Project Team, both virtually and on campuses, at specified Minnesota State institutions.

The incumbent will work closely with institutional NextGen Transition Management Teams (TMT) to ensure that project communications and change readiness activities are being deployed. This position works with TMTs, the Organizational Change Management Team (OCM) and campus leadership, to identify and manage resistance to change. Assist in the assessment and monitoring of campus readiness for the change from ISRS to Workday and the adoption of standardized business processes associated with the Workday application.

**This position will require you to take a LOA from your current unlimited position for up to 2 years. Current temporary employees will need to resign from your position.**

**The Endorsement of Support form must be signed by your supervisor and president/cabinet member and provided at the time of interview.**



## Minimum Qualifications:

**Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.**

- Bachelor's Degree in Communications, Human Resources, Business Management/Administration or related field OR 4 years of experience managing large-scale projects with competing priorities and working with multiple stakeholder groups.
- Comfort effectively interacting with individuals at all levels, from frontline staff to presidents.
- Demonstrated interpersonal, written, and oral communication, facilitation, and presentation skills, and the ability to communicate with a diverse set of stakeholders from the business and technical communities.
- Ability to organize ideas, conceptualize problems, and resolve complex issues.
- Skilled at providing clear directions.
- Proven organizational skills sufficient to ensure on-time project deliverables.
- Demonstrated competency in Microsoft applications, especially Excel, Word, and PowerPoint.

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

## Preferred Qualifications:

- Three (3) years of experience at a Minnesota State college or university in Finance, Human Resources, or Information Technology (provided the IT experience is related to the Finance or Human Resources functional areas).
- Understanding of the Minnesota State system (organization, leadership, culture) beyond the incumbent's home institution.
- Demonstrated ability
- General understanding of the NextGen project (especially what's changing, why the change is happening, and why it's happening now).
- Ability to lead a project team to complete assigned tasks and monitor and evaluate progress.
- Demonstrated ability to make team-based decisions.
- Knowledge of Change Management tools and techniques

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## **Additional Requirements**

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

## **Other Information:**

Employment information for this position can be found in its collective bargaining agreement or its plan document at <https://mn.gov/mmb/employee-relations/labor-relations/labor/>

## **Why Work for Us**

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical (\$36.64 per month single and \$250.00 per month family) and dental insurance with low deductibles (\$150 - \$1500), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

## **How to Apply**

Internal Applicants: Go to Self-Service/Careers.

## **Contact**

If you have questions about the position, contact Shawna Tienter at [shawna.tienter@minnstate.edu](mailto:shawna.tienter@minnstate.edu) or 651/201-1845.

## **Equal Employment Opportunity**

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual

orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance is needed.